

CPPC board meeting 2025-08-21

by Sofia Reiner

August 21, 2025

Participants at the meeting: Athanasios Theodoridis (remote), Mirna Alhanash, Esmée Berger, Simon Niederkofler and Sofia Reiner

Contents

1	Opening	1
2	Agenda	1
3	Next meeting	1
4	Follow up on previous CPPC meeting - Minutes	2
5	Project follow-up	2
(i)	Course survey	2
(ii)	FFF budget meeting	2
(iii)	Buddy system	2
(iv)	Meeting with Dr GENIE representative	2
6	Updates from other meetings	3
(i)	Institutionsrådsmöte (advisory board meeting)	3
(ii)	Equality council	3
(iii)	FFF board meeting	3
7	Other matters	3
8	Closing	3

1 Opening

The meeting was opened by Athanasios Theodoridis at 10:11. Sofia Reiner was made secretary.

2 Agenda

The current agenda was approved by the board.

3 Next meeting

The next CPPC board meeting will be held on September 24 at 10.00 in the meeting room Mildred Dresselhaus

4 Follow up on previous CPPC meeting - Minutes

- See sections 5 and 6 for a more specific follow-up on projects and other meetings.

5 Project follow-up

(i) Course survey

- The course survey was sent to Lena Falk, the assistant head of department and is now uploaded on the Canvas page.

(ii) FFF budget meeting

- Sofia and the other board members of FFF have had a two board meetings and a meeting with Rebecka Probell, controller at the Physics department, to establish a plan for the FFF budget. The following points were raised at the meeting:
 - The budget for the whole department is set on a calendar year basis, i.e January to January. Therefore the proposed budget should be approved in the fall and not in June as previously believed. The budget needs to be approved by the head of department.
 - When applying for reimbursement or after taking an invoice the following should be sent to the economics division; itemized receipt, invitation to the event (for example an email invite) and participation list.
 - What constitutes as food and snack, and therefore what is allowed to be served to Chalmers students and employees has been discussed. The current guideline is that it should not be a full meal and only lighter snacks. For example, a smaller sandwich is okay but a larger baguette is not. Cake and other "fika" is okay but Smörgåstårter is not. Chips and canapés are okay but not a buffet.
 - We are allowed to serve lighter snacks to master and bachelor students as long as we have a participation list.
- Sofia asked if CPPC would like to add any events to the budget. It was decided to add two new CPPC events named "Mingle and Munch" to replace the Pizza day. They are meant to be very similar to the Pizza days, with an invited speaker, but now only lighter snacks will be served to follow the new regulations.

(iii) Buddy system

- 8 new students since last CPPC meeting on July 4. All students have been assigned a buddy. Simon also mentioned that the buddy checklist has been updated to remove some redundancies.

(iv) Meeting with Dr GENIE representative

- Mirna have had a meeting with Finja Tietjen, Physics representative in Dr GENIE about organising an open meeting where representatives from the equality council could meet PhD students and brainstorm ideas for events.

6 Updates from other meetings

(i) Institutionsrådsmöte (advisory board meeting)

- No meetings since last CPPC meeting. Next meeting is September 25.

(ii) Equality council

- No meetings since last CPPC meeting. Next meeting is scheduled for September 10.

(iii) FFF board meeting

- See section (ii)

7 Other matters

- It was discovered that TimeEdit does not allow you to go back further than June which makes it impossible to track previous teaching. This will be brought up with the head of department and vice head at the next meeting.

8 Closing

The meeting was closed by Athanasios Theodoridis at 11:11